



Greenwood County, SC

Job Description

FLSA: Exempt	Exemption: Administrative (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: EMS Training Coordinator	Department: EMS Operations	
Pay Grade: 117	Revised: 7/1/15	

General Description

The purpose of this class within the organization is to coordinate and conduct a variety of technical emergency services related training for EMS/rescue squads and/or 911 staff in accordance with all department policies, procedures technical protocols; may serve as the Emergency Services Infection Control Manager, maintaining all records of exposure to infectious diseases, responds to emergency calls as needed. Reports to the Emergency Services Director.

This job/class works under limited supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Plans, schedules and conducts advanced life support training for EMS; schedules and conducts basic life support training for EMS and fire departments, maintains training records and prepares reports as required; reviews reports submitted by paramedics to ensure quality of service and compliance with established medical protocol and all applicable regulations.

Assists in developing, reviews and maintains policies and procedures for the department.

Ensures that staff follows department policies and procedures.

Supervises all personnel in positions of senior medic responsibilities.

Maintains security of controlled substances dispensed to patients by paramedics.

Responds to emergency calls as needed, 24 hours a day, 7 days a week, providing basic and advanced life support treatment to patients, as well as transportation to appropriate medical

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facility. Performs such duties as cardiac monitoring, 12 lead interpretation, medication calculations and administration, splint application, wound treatment, control of bleeding, monitoring and relaying of vital signs, oxygen and IV administration, sterile suctioning, defibrillation, ECC monitoring and the management of cardiac arrest and severe trauma. Operates an ambulance and a wide range of life saving/life supporting equipment, tools, generator, safety gear, siren, medical instruments and supplies.

Additional Duties:

Conducts new employee orientation.

Participates in emergency situation exercises and activities.

Promotes public safety education in the community by speaking at schools, churches and neighborhood functions.

Enters data into computers and generates reports as required.

Assures scene safety.

Performs related work as assigned.

Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

Receives, reviews, prepares, and/or submits various documents including EMS run reports, medical reports, training material, training records, quality assurance reports, training schedules, budget document, inventory reports, orientation materials, memos, correspondence, etc.

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People Responsibility:

People include co-workers, workers in other areas or agencies and the general public.

Provides information, guidance or assistance to people that directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

Must perform drug and fluid administration calculations.

Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads technical instructions, procedures manuals and charts to solve practical problems; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

Interacts and communicates with various groups and individuals such as Emergency Medical Services Director, co-workers, subordinates and trainees, other County department staff, sales representatives, law enforcement personnel, SC DNR officers, fire department personnel,

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coroner, Solicitor, attorneys, public utility workers, patients and their families, hospital staff, news media, life guards, DHEC inspectors, nursing home personnel, inmates, funeral home personnel, morgue personnel, pathologist, Poison Control Center personnel, etc and the general public.

Must be able to communicate patient reports to proper medical staff.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is very serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of machines and equipment including an ambulance, computer, telephone, office equipment, medical equipment, rescue equipment, etc. Must be able to exert up to fifty pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of those for sedentary work, work involves sitting much of the time, but also involves driving, walking or standing for periods of time, stooping, kneeling, crouching, pushing, pulling, climbing, balancing. Must be able to lift and/or carry weights of up to 200 pounds, including moving patients to safety or onto stretchers.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Operates an automobile, ambulance, rescue truck, rescue equipment, medical diagnostic equipment, and a variety of office equipment such as typewriter, computer, printer, calculator, copier, audio visual equipment, radio, telephone, FAX machine, etc.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to radiation; disease/pathogens, inclement weather conditions, and unsafe and/or violent scenes.

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Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent supplemented by specialized courses/ Must possess SC Paramedic Certification and other specialized certifications and instructorships as required. Must possess a valid state driver's license.

Requires three to five years of EMS experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Special Certifications and Licenses:

Certifications and Instructorships in the following: CPR, ACLS, PALS, PHTLS, AMLS, Haz Mat, Extrication, BBP, EVOC.

Also, instructorship status for: Lead Instructor for Health and Safety Institute, EMR, Paramedic, EMT, AEMT, CPR, ACLS, PALS, PHTLS, AMLS, BBP, EVOC, ASHI Train the Trainer.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

